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Carol M. Palmore
Secretary

May 5, 1999

MEMORANDUM

PERSONNEL MEMO 99-4

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Establishment of Interims

This office has received a number of requests to establish vacant interim positions. Some of the requests have been by P-1 and some have been on listings. Pursuant to statute, these positions are established for "less than nine (9) months."

When a vacant interim position is established, it is often two (2) months or more before it is filled. This means that the position has less than seven months of time left. There has been a great deal of confusion with new employees in these positions being told that they can work almost nine (9) months, then the position expires in less than seven (7) months. In order to correct this situation, effective immediately, we will not process any vacant establishments on an interim position. The position must be established at the same time that the position is filled.

If you have any questions concerning this, please call Jackie Shrout, Director of Employee Records at 564-6464.

CMP/JS/lw

